

MEETING NOTES MEMORANDUM

Meeting Date: 17 March 2022

Meeting Time: 8:00 AM – 11:00 AM PST

Project: MiraCosta College, New Arts Media Building

Attendees: David Dunn / Kitchell; Kenan Alhalabi / Element; Steve Schrader, Tyler Steele / Balfour Beatty; Adilene Contreras, Jon Orr, Brad Glassick / HMC; Mike Dannenberg, Jamie Segovia / Vantage; Christy Honeycutt-Reyes, Mary Waits, Aimee Collier, Hilary Edgerton / Dovetail; Al Taccone, Lauren Greenwald, Jonathan Fohrman, Dianne Adams, Min Choi, Philip Boland, Vicente Hernandez, Tim Flood, Leigh Cotnoir, Bryan Rocker, Brandon Bailey, Leah Cluff, Karl Cleveland, Billy Gunn / MiraCosta College

Discussion Notes:

1. Arts Media Hub 2801
 - a. Dovetail presented recommendations from the preliminary District Standard Furniture options and reviewed the updated layouts. Faculty confirmed the options and furniture layout and did not have any further revisions that were needed.
 - b. Power was confirmed for the seating configurations against the walls and the furniture in the center of the space would not have power.
 - c. Side chairs at the Study tables will be a non-standard chair within the Allsteel retreat line.
 - d. Study tables will have power modules with wire management to the floor box.
2. Gallery 2825
 - a. Options for the stackable wood chair were reviewed for this space. The Allsteel Series 7 wood chair w/ pad was the preferred option.
 - b. The Allsteel Saranac wood bench without the seat pad was approved for this application. Diane prefers a lighter, neutral finish so as not to conflict with the art. Dovetail will confirm with the manufacturer which finishes are available and present those to the team.
3. Gallery Storage 2824
 - a. Dovetail reviewed space and confirmed contents and layout
 - b. Diane confirmed the clearance required from floor to the first shelf dimension of the shelving at 72"H.
4. Classroom 2821
 - a. Christy reviewed seating configuration and incorporation of additional student desks. The TAC presented is a part of the District Standard w/ a nesting seat option. Faculty confirmed that they would like the TAC to have a combination glides and casters for ease of movement without issue of "drifting".
5. Computer Labs 2802/2803
 - a. Dovetail reviewed the standard flip-top table, nesting tables and student computer chair. It was noted that the computer tables are pending



feedback from Abdy's team and will be confirmed once that information is received.

- b. Karl expressed concern for lack of "Neutral" workspaces, he confirmed that only 24 computer stations are required. Dovetail will update the space plan to reflect optional open seating space.
- c. Karl commented that all students should have a direct line of site to the front of the classroom from several vantage points. Both Karl and Leigh provided options for different table styles and layouts and will send those to Louis and Dovetail.
- d. Leigh asked for additional table space at the instructor's station for student conferencing. Dovetail will review the current table size and determine if it should be reduced in order to include a third component at the instructor station.
- e. Faculty's preference of "Smart Desk" for instructor station as opposed to the standard podium with the pull-out shelves. Abdy confirmed that he will work with the faculty to develop an option that will work for them and that is being implemented in other areas on campus.

6. Production Lab 2804

- a. Dovetail reviewed the updated layout which includes the additional computers on the collaboration bullet table and noted the furniture recommendations from the standards for the round top, student seating and benching system and confirmed displays to be installed independently of the bullet tables to accommodate monitor heights at the back bullet table. The displays will be mounted high enough on the wall to ensure that students can see the content over the personal monitors on the table.

7. Green Screen 2805

- a. Faculty requested a round flip-top table in place of the rectangle or an addition to if the space can store both flip-top worksurfaces. This led to the discussion of incorporating 2 side chairs for interviewing/pod casting opportunities. In response Dovetail referenced the lounge chairs for the Arts Media Hub location which were acceptable to Min and Leigh.

8. Office 2808/2809

- a. Office standard components/layouts were presented, and Dovetail noted that next steps for offices would include storage and seating selections for each user once the furniture standards are finalized with the District.

9. Collaborative Space 2810

- a. A revised table option and seating in this space were reviewed with faculty who confirmed the broader surfaced bullet table and student seating with a total of (5) seats. No other revisions are necessary.

10. Study Space 2813/2814

- a. The faculty confirmed the revised layout with a bullet style table and the standard student computer chair was best for this space.
- b. In discussing the monitor needs by the students/faculty and tutors, Abdy recommends not exceeding 60" display. Leigh emphasized need for high resolution. This space will likely accommodate a tutor and students for group work using a laptop in this area and will need to share screens on the display. Faculty agreed that having (1) study room equipped with video, sound and microphone for remote work would be ideal. Abdy confirmed standard is to have infrastructure for the equipment (as in the



classrooms) is a standard. Abdy also noted that the district is exploring wireless screen sharing in response to faculties need for casting in the study spaces and classrooms.

Action Steps:

1. Send furniture configurations created for the computer labs by faculty, Karl and Leigh (Miracosta) to Louis (Kitchell)
2. Send Information on Smart Desks to Dovetail and computer tables; Abdy, (MiraCosta)
3. Revise FF&E layouts as noted and begin MEPD coordination with HMC; Dovetail
4. Submit final FF&E layouts for review/approval to PMO; Dovetail

This memo reflects our understanding of the discussion at the meeting. If no revisions to these notes are provided within 3 business days of receipt of these notes, the information will be deemed accurate and become part of the project record

